



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2010-045	EFFECTIVE DATE October 13, 2010	RESCINDS P-2007-045 Issued 7-30-07
SUBJECT Motor Vehicle Theft Report Procedure		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

It is important to investigate all factors to determine whether a motor vehicle theft has occurred and accurately document any obtained information to assist the Auto Theft Bureau detectives with the resolution of the case.

II. PROCEDURE

A. WHAT TO REPORT

1. Any, titled, on or off road, vehicle or watercraft.
2. Any vehicle with a Certificate of Registration or Statement of Origin as required by the State of Ohio or other state of registration, including mopeds.
3. Only one vehicle can be listed on a report form. Example: A theft involving a tractor and trailer requires two separate Motor Vehicle Theft Reports. Both reports would receive the same report number. AOIBORS requires a supplemental for each titled vehicle. Officers will include any additional reports that are using the same number in the remarks section.

B. OFFICER'S RESPONSIBILITIES

1. Officers will investigate the following:
 - a. Is the complainant the owner or person entitled to custody and control of the vehicle?
 - b. Does the owner have reason to believe a friend or member of the family may have the vehicle or otherwise loaned it to anyone?
 - c. Are all keys accounted for?
 - d. Was the vehicle towed or repossessed?
 - e. Is the owner certain of the location where the vehicle was last parked?

2. Complete the Motor Vehicle Theft Report

a. General information for all reports.

- 1) All property of value shall be noted in the stolen property section.
- 2) A contact telephone number must be obtained and the owner should be informed that he is to contact Safety Communications with any change of address.
- 3) If the vehicle is to be held for processing, note this in the remarks sections including why and for whom it is to be held.
- 4) All reports will be called into Safety Communications by telephone as soon as the report is completed.
 - a) Notify the call taker of any firearms or dangerous ordnances and note this in the remarks section.
 - b) Notify the call taker if a vehicle is to be held for processing and note the call taker's name in the remarks section.

b. A report will be classified as official when all of the following apply:

- 1) The titled owner or person entitled to custody and control of the vehicle is making the report.
- 2) Complete information, including license number and serial number, have been verified by inspection of title, registration, manufacturer's State of Origin; or verified by a check of LEADS/NCIC files, Bureau of Motor Vehicles, or Title Bureau records.
- 3) It has been determined that the vehicle has not been loaned or given to anyone.

c. A report will be classified as unofficial when any of the following apply:

- 1) The license number or serial number has not been verified. The reporting party shall also be informed that if they do not call Safety Communications or the Auto Theft Bureau to give a proper serial number or license number within forty-eight hours the report will be cleared.
- 2) The person making the report is not the owner or person entitled to custody and control of the vehicle or does not have verifiable information.
- 3) The reason why the report is unofficial will be stated in the remarks section.

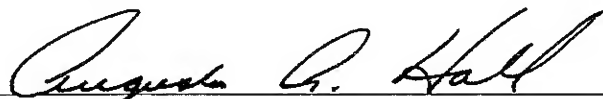
- 4) Officers will call Safety Communications by telephone as soon as the report is completed, emphasizing the report is unofficial.
- d. A conversion is a type of unofficial report where it has been determined that the auto was loaned and not returned. This type of report will be made official only after a warrant has been signed.
 - 1) In most cases, the reporting party should be advised that no immediate police action will be taken in regard to the vehicle until such time as a warrant has been signed.
 - 2) If substantial evidence exists; i.e., witness to the fact, officer should allow the victim to sign an Unauthorized Use of Motor Vehicle Complaint and then have vehicle entered as official.
- e. No Motor Vehicle Theft Report will be made when the following apply:
 - 1) The vehicle is being driven by a co-owner or spouse unless a court order exists stating the person has sole possession. In such cases a conversion report will be completed and the Auto Theft Bureau will investigate.
 - 2) Attempted motor vehicle thefts will be reported on a NIBRS Report unless the vehicle has been moved.
 - 3) Large farm or construction equipment with serial numbers, year, and make will be completed on an Incident Report and phoned into Safety Communications.
- f. Foreign stolen, locally recovered vehicles.
 - 1) Complete the Motor Vehicle Theft Report and mark the foreign stolen, locally recovered box. The report should include:
 - a) Name and address of the owner.
 - b) Date the theft occurred.
 - c) Entering agency.
 - d) All other available information, including license plate number, serial number, condition of vehicle, and arrests.
 - 2) "Location Occurred" is where the auto is recovered, not the city from where the auto was stolen.
- g. Recovery of stolen vehicles.

- 1) Provide LEADS with all recovery information.
- 2) Complete a Towed Auto Report indicating all details.
 - a) Officers are to visually verify the serial number on the dashboard **and** the federal sticker on the doorjamb. If the serial number is unreadable, or the federal sticker is missing on the doorjamb, then place a hold on the vehicle for Auto Theft Bureau.
 - b) Do not use the serial number based solely on the license plate.
- 3) If arson or attempted arson is involved, make an Incident Report and place a hold on the vehicle for the Arson Bureau.
- 4) If a vehicle is stolen with license plates but recovered without one or both of the plates, a Stolen Plate Report must be completed and Safety Communications will be notified of this fact.
- 5) When only one of the plates has been recovered, the owner must be notified not to use this single plate on their vehicle as it still will be listed as stolen.

C. SAFETY COMMUNICATIONS' RESPONSIBILITIES

1. Check to determine if the vehicle was towed or repossessed.
2. Stolen vehicle information will be entered into LEADS/NCIC as soon as practical.
3. Dispatchers will broadcast official stolen vehicles as soon as practical.
4. Unofficial reports will not be broadcast locally or be entered in the LEADS/NCIC, except when requested by an officer in unusual circumstances. When an unofficial stolen auto is broadcast, that fact will be emphasized.
5. Dispatchers will broadcast cancelled stolen vehicles as soon as possible, and have it removed from LEADS/NCIC. If one or both plates are not recovered, then the dispatcher will announce that these plates are still active.

By Order Of,



Augustus A. Hall
Chief of Police

Date

8-25-10